



Joseph E. Kernan, Governor
Alan D. Degner, Commissioner

10 N. Senate Avenue
Indianapolis, IN 46204-2277
Phone: 317-232-7670
FAX: 317-233-4793
TDD: 317-232-7560
<http://www.workforce.IN.gov>

An Equal Opportunity Employer

TO: All DWD Administrative Managers and Supervisors

FROM: Alan D. Degner, Commissioner

DATE: October 10, 2003

SUBJ: DWD Policy 2003-12
Policy for Hours of Work

RE: Wagner – Peyser & UI

PURPOSE: To provide guidelines and procedures for the office hours of work within the Department of Workforce Development Offices where applicable.

RESCISSION: DWD Communication #1999-08
Director's Memorandum H95P-1214

CONTENT: The Department of Workforce Development Hours of Work Policy explains the official business hours, core hours of work, and approved hours of work.

The official business hours for the Department of Workforce Development are 8:00 a.m. to 4:30 p.m. Core hours are from 8:00 a.m. to 4:30 p.m. This core time covers peak hours of business in local offices and in the administrative sections. Offices should ensure that there is sufficient personnel scheduled during core hours.

One-Stop Offices are required to be open from 7:00 a.m. to 7:00 p.m. on Mondays (day may be subject to change based on customer intake) and 9:00 a.m. – 12:00 p.m. every second Saturday of each month. Schedules will be adjusted to reflect a seventy-five (75) hour pay period.

Employees may select from one of the nine (9) following hours of work schedule in conjunction with the supervisor/managers approval:

7:00 a.m. to 3:30 p.m.
7:30 a.m. to 4:00 p.m.
8:00 a.m. to 4:30 p.m. (Standard Core Hours)
8:15 a.m. to 4:45 p.m.
8:30 a.m. to 5:00 p.m.
9:00 a.m. to 5:30 p.m.
9:30 a.m. to 6:00 p.m.
10:00 a.m. to 6:30 p.m.
10:30 a.m. to 7:00 p.m.

Changes from official business hours are voluntary. No local office or administrative office section which would experience a work disruption or difficulty serving the public will be required to offer one of the nine (9) approved schedules for hours of work to their employees. Each Local Office and administrative office section is expected to maintain coverage of the office during the official business hours of the agency.

The nine (9) work schedules are designed to provide employees with a choice of starting and ending the period. No employees will be forced to change his/her working hours from the official business hours. Any employee who changes his/her hours of work, and later finds it is a hardship on personal situations must provide management with a two (2) week notification in writing requesting to discontinue the selected hours.

Abuse of the varied work schedule will defeat the principal objectives of the program. In this regard, all employees are to adhere to his/her hours of work schedule. Tardiness will be recorded when an employee does not arrive at work by his/her designated work hours. Disciplinary action for infractions will follow the same procedures as progressive discipline under the current practices. Discontinuance of the employees chosen hours of work may also be a result of such abuse. Scheduling of employees' hours of work will be the responsibility of the supervisor/manager.

Supervisors/Managers are not expected to extend time on the job beyond his/her normal workday to administer the nine (9) hours of work schedules.

Supervisors/Managers are expected to make work assignments which contain internal checks so that his/her presence is not required the entire time of the work span.

If several employees request the same hours of work, causing a disruption in service, the supervisor/manager may work out a compromise with the employees. If a compromise cannot be reached, the employees with the most state seniority should be given preference.

Employees are encouraged to schedule doctor and dental appointments during the regulated/varied time band as much as possible. This should reduce the need for adjustments to work schedules.

When an employee is separated, separation forms should include information on the employees' work schedule as well as the last day and hour of work. Also, employees going into "out of pay status" should have his/her work hours noted on the absence and Payroll Deduction Form 2707 or Leave of Absence Form 2521. This will assure proper payment on the employees' check.

Effective Date: Immediately

Review Date: October 10, 2005

Ownership: DWD Human Resources Division

Action: The attached Department of Workforce Development Hours of Work Policy should be distributed to all employees. All employees are expected to adhere to this policy.